

POSITION TITLE: INDUSTRIAL SPECIALIST IV –  
License Plate Factory Maintenance

DEPARTMENT: Manufacturing, Agribusiness and Logistics Division-Transportation and Supply

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 024037

Performs advanced work in the operation of the License Plate Factory. Work involves overseeing the work of inmates to ensure efficient operations; and supervising the work of inmates. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

A. Oversees inmates in the performance of assigned maintenance tasks in the License Plate Factory; plans schedules of operations; ensures the proper maintenance of machinery and equipment; and provides technical assistance in methods and equipment used in the manufacture of license plates.

B. Reviews maintenance material requirements; and requisitions supplies, machinery, and equipment.

C. Prepares reports of operations and related documentation to include costs, down time, and adherence to safety codes; conducts training programs; and maintains evaluations and records of training activities and proficiencies.

D. Maintains security of tools, machinery, and equipment; responds to emergency situations; performs various correctional and custodial support functions; and assists in maintaining security of assigned inmates.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

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SALARY GROUP:     A17

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Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Eighteen months full-time, wage-earning experience in the maintenance or repair of license plate manufacturing machinery or equipment

or

four years full-time, wage-earning experience in general mechanics.

3. Experience in the supervision of inmates preferred.
4. Experience in correctional custody or law enforcement preferred.

**B. Knowledge and Skills**

1. Knowledge of quality control standards to maintain satisfactory levels of production.
2. Knowledge of the repair or maintenance of hydraulic, electrical, or air equipment with multiple moving parts.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Knowledge of license plate manufacturing preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to prepare and maintain accurate records, files, and reports.

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Page 3 of 3

10. Skill to train and supervise inmates.

11. Skill in the use of machinery and equipment in the assigned area preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, humidity, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, solvents, working at heights, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, forklift, pallet jack, metal fabrication equipment, inking machines, milling machines, ovens, conveyor systems, chemical baskets, hand tools, power tools, telephone, dolly, and automobile.